



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit System)

Posting #AOC0801N06
TRAINING/EDUCATOR II

Opening Date: 08/01/06

Closing Date: 08/15/06

A Vacancy Exists

Recruiting For: Administrative Office of the Courts

Salary: \$36,653 - \$45,816 (Minimum - Midpoint) Pay Grade 13*

Location: City of Wilmington (**Please check this location on your application**). Administrative Office of the Courts, 500 N. King Street, Suite 11600, Wilmington, DE 19801 SLC N210B

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: As the second level within the professional training/education series, positions function at the full performance level and typically report to a technical supervisor.

- Positions are responsible for conducting training/education services in one or more subjects.
- Receives less supervisory direction and assistance than at the I level; supervisor does periodic review of progress.
- Develops needs assessment instruments, analyzes data, and recommends appropriate learning solutions.
- Designs learning objectives/curricula/materials.
- Reviews and critiques course curricula, presentations, and participant achievement.
- Develops instruments/methods to assess instructional quality/effectiveness.
- May participate in budget, contract, and/or grant development.
- Regular contacts are typically with State employees and others outside State government primarily for the purpose of gathering and evaluating information, providing recommendations, and presenting training.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. At least one year experience in the presentation of training or education courses which includes learning objectives.
2. Experience collecting, analyzing, evaluating, and presenting data in a narrative or statistical format.
3. Knowledge of course preparation and development.

4. Ability to communicate courteously and effectively, both verbally and in writing.

Special Requirement: Ability to successfully complete a security clearance as issued by the State of Delaware Bureau of Identification.

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

Submitting your Application:

- Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).
- Paper applications can be submitted to one of the following locations:

ADMINISTRATIVE OFFICE OF THE COURTS, 500 N. King Street, Suite 11600, Wilmington, DE 19801, SLC N210B Phone: (302) 255-0090
www.courts.delaware.gov

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes, or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer